**THE NORTON KNATCHBULL SCHOOL**

**An International School with Language and Science Specialisms**



(Founded 1630)

Hythe Road www.nks.kent.sch.uk

Ashford information@nks.kent.sch.uk

Kent Tel: 01233 620045

TN24 0QJ Fax: 01233 633668

**SUPPORT STAFF JOB APPLICATION FORM**

To be completed in black ink. All relevant sections must be completed.

A Curriculum Vitae must not be submitted in place of any information on this form.

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| 1. **VACANCY INFORMATION** | |
| Application for the post of: |  |

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| This form to be returned to : Mrs. S. J. Butcher, at the above address or email [sbutcher@nks.kent.sch.uk](mailto:sbutcher@nks.kent.sch.uk) |

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| 1. **PERSONAL DETAILS** | |
| Title: |  |
| First Name(s): |  |
| Surname: |  |
| Previous Surname: |  |
| Have you ever been known by any other name: Yes No | |
| *If yes please give details:* | |
| Address: |  |
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| Postcode: |  |
| Telephone No (home): |  |
| Mobile No: |  |
| Telephone No (Business): |  |
| Email Address: |  |
| *(if shortlisted you may be invited to interview via email)* | |
| Are you applying for this job as a job sharer?: Yes No | |

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| 1. **RECRUITMENT MONITORING** |
| Please indicate where you first saw or heard about the advertisement for this vacancy |
| School Website Indeed/Local Press TES Jobcentre Plus |
| Other *(please state where)* |

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| 1. **REFERENCES** | | | |
| Please give details of two people who are not related to you, from whom references about your suitability for the post can be obtained. If presently employed Reference 1 must be your current employer. If unemployed Reference 1 must be your most recent employer. In the absence of previous employment experience, if you are currently in education, a reference from your current educational establishment or one related to relevant voluntary work is acceptable.  We reserve the right to request alternative references during the processing of your application. | | | |
| **Referee 1** (Current or most recent employer) | | **Referee 2** | |
| ***Please tick this box if you do not want this referee to be contacted prior to interview*** | | ***Please tick this box if you do not want this referee to be contacted prior to interview*** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Occupation: |  | Occupation: |  |
| School/Business: |  | School/Business: |  |
| Address: |  | Address: |  |
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| Postcode: |  | Postcode: |  |
| Telephone No: |  | Telephone No: |  |
| Mobile No: |  | Mobile No: |  |
| Email: |  | Email: |  |
| How long have you known this referee and in what capacity: | | How long have you known this referee and in what capacity: | |

After shortlisting we reserve the right to take up references. If you have indicated on your application that you do not wish us to contact the referees, we will only contact the referees after interview if you are the successful candidate.

**For posts having substantial access to children the school reserves the right to approach any previous employer.**

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| 1. **DECLARATION OF RELATIONSHIP** | |
| Are you or your spouse related by marriage, blood or as a cohabitee of any member of the school Governing Body or senior member of staff within the school?  Yes No    If you are related please give their name and state the nature of the relationship. Failure to disclose such a relationship may lead to disqualification from the recruitment process or dismissal without notice. | |
| NAME | RELATIONSHIP |
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**If you canvass any member of the Governing Body about your application, you will be disqualified. This does not stop a member or employee giving a written reference about you.**

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| 1. **IMMIGRATION ASYLUM AND NATIONALITY ACT 2006** | |
| Nationality at birth: | |
| Present Nationality: | |
| Have you ever possessed any other Nationality or Citizenship? | Yes No |
| Are you subject to immigration control? | Yes No |
| If yes, do you have unrestricted entitlement to take up employment in the UK? | Yes No |
| Do you have or are you entitled to obtain a National Insurance Number? | Yes No |
| If you have answered ‘No’ to the above question, do you have the right to work in the UK and can you provide the relevant requested information to prove that this is the case? | Yes No |

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| 1. **DISCLOSURE OF CRIMINAL CONVICTIONS AND POLICE CLEARANCE** | | |
| A criminal record will not necessarily exclude you from employment. The information provided will be created as strictly confidential and will only be considered in relation to the job for which you are applying.  The job for which you are applying has substantial opportunity for access to children. Your employment is therefore exempt from the Rehabilitation of Offenders Act 1974. You will be required to complete a Disclosure and Barring Service (DBS) form. You must therefore give details of any convictions or pending prosecutions you have, even if they would otherwise be regarded as ‘spent’ under this Act. Should you identify that you have a criminal conviction, this will be discussed in confidence at interview.  Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions?  Yes No *If yes, give details below* | | |
| Details of offence and sentence | Date | Court or police force who dealt with the office |
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**The Norton Knatchbull School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. This post has substantial opportunity for access to children or vulnerable adults, is exempt from the Rehabilitation of Offenders Act and will require an enhanced DBS check.**

**I acknowledge that it is my responsibility as the candidate, if invited to interview, to disclose any information to the panel which may affect working with children/vulnerable adults. Failure to do so may disqualify me from appointment or result in dismissal.**

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| 1. **DRIVING LICENCE DETAILS** |
| Do you hold a full current driving licence? Yes No |
| If yes, what type of licence:  Private/Light Goods  HGV  Other |
| Do you hold a PSV licence which would allow you to drive a school mini bus? Yes No |

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| 1. **DISABILITY AND REASONABLE ADJUSTMENTS** |
| By answering the following question, you will assist us to comply with our obligations arising from the Disability Discrimination Act 1995 )as amended by DDA 2005). You are not compulsorily required to give this information. However if you advise us that you do have a disability and meet the essential criteria of the person specification, we will guarantee you an interview.  DISABILITY DEFINITION (DDA 199 as amended by DDA 2005)  “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”  Do you have a disability in accordance with the above definition? Yes No  If you do have a disability or health condition, and require particular adjustments or arrangements to facilitate your participation in the selection process, please give details below. |

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| 1. **INTERVIEW ATTENDANCE** |
| Please indicate below any periods when you may not be available for interview. We cannot guarantee to accommodate alternative dates. |

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| 1. **CURRENT EMPLOYMENT STATUS** | |
| Title of present/most recent job: |  |
| Brief description of role and responsibilities |  |
| Name & Address of employer: |  |
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| Date appointed: |  |
| Date left *(if applicable):* |  |
| Reason for leaving *(if already left):* |  |
| Permanent or Temporary: |  |
| Part Time or Full Time: |  |
| Salary per annum: |  |

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| 1. **CURRENT EMPLOYMENT STATUS** | | | |
| Please give deatils of **ALL** full and part time work as well as particulars of **ALL** paid or unpaid employment experience e.g. commercial experience, raising a family, youth work, voluntary work or periods when you were not employed.  Please complete the columns by entering the most recent first. **PLEASE DO NOT LEAVE ANY GAPS IN THIS HISTORY** (continue on a separate sheet if necessary) | | | |
| Type of experience/post title and reason for leaving | Name & Address of employer | Dates | |
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| 1. **EDUCATION ATTAINMENTS** | | | | |
| Education, training and professional qualifications | | | | |
| From | To | Full Name and Address of School/College/Univeristy/Institution | Qualifications | |
| *Mth/yr* | *Mth/yr* | *Gained*  *(with grades)* | *For which you are studying* |
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| 1. **ADDITIONAL TRAINING AND COURSES** | | | |
| (for previous 3 years as a participant or course leader) | | | |
| Dates & Duration | Title of course/training | Name of Provider | Qualifaction (if any) |
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| 1. **PROFESSIONAL BODIES** |
| Please give details below of any professional body of which you are a member. Indicate those obtained by examination. |
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| 1. **WRITE IN SUPPORT OF YOUR APPLICATION HERE**   **This section must be completed** |
| A curriculum vitae must not be submitted in place of any information required on this form. You may, however wish to submit supplementary evidence to your application form by attaching a maximum of two sides of A4 paper.  Please explain how you meet the requirements outlined in the Person Specification. You should give examples from previous paid, unpaid or voluntary work. |

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| **Support of Application cont...** |

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| 1. **CERTIFICATION/DECLARATION** | |
| I certify that, to the best of my knowledge, all statements contained in this form are correct and I understand that should I conceal any material fact, I will, if engaged, be liable to termination of my Contract of Employment. | |
| Signed: | Date: |

Providing false information is an offence and could result in:

* The application being rejected
* Summary Dismissal if the applicant has been selected

All offers of employment are subject to suitable references, qualifications check, satisfactory medical clearance, DBS if relevant to the post and Asylum & Immigration checks.

If you require further information, please contact the school on the telephone number provided on the first page of this application form.

We must protect the public funds we handle so may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

We will record the information given for personnel, employment, education and training purposes in accordance with the General Data Protection Regulation (GDPR) 2018.

**We should like to take this opportunity to thank you for your interest in the advertised post. If you have not been contacted concerning your application within FOUR weeks of the closing date, please assume you have not been shortlisted for interview.**

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| **EQUAL OPPORTUNITIES AND MONITORING** | |
| We are an equal opportunities employer. As such we welcome applications from people of all backgrounds, irrespective of race, sex, disability, age sexual orientation, religion or belief.  We need to carry our diversity monitoring in order to make sure our recruitment processes are fair for all and in order to meet our statutory obligations. Please help us to do this by completing this section of the form.  **The information given in this section will be used for statistical purposes only and will not form part of the shortlisting or interview process.** | |
| Name: |  |
| Post applied for: |  |
| 1. WHITE | |
| British Irish Any other white background | |
| 1. MIXED | |
| White & Black Caribbean White & Black African White & Asian Any other mixed background | |
| 1. ASIAN OR ASIAN BRITISH | |
| Indian Pakistani Bangladeshi Any other Asian background | |
| 1. BLACK OR BLACK BRITISH | |
| Caribbean African Any other black background | |
| 1. CHINESE OR OTHER ETHNIC GROUP | |
| Chinese Other | |
| Are you Male Female | |
| Do you have a disability in accordance with the definition under the Disability Discrimination Act? Yes No | |
| Are you currently employed? Yes No | |
| Date of Birth \_ \_ / \_ \_ / \_ \_ \_ \_ | |
| What is your religion? Not prepared to say | |
| Christian Muslim Hindu Jewish Sikh Buddhist Other None | |
| Sexual orientation Prefer not to say | |
| Heterosexual/straight Bisexual Gay woman/lesbian Gay man | |